

MINUTES – VILLAGE OF HARVEY

Regular Meeting

Oct. 13, 2021

7:00 P.M. Village Office

1. Call to order, adopt agenda, approval of Minutes of previous meeting held on Sept 8th, 2021.

In attendance Mayor Gamblin, Deputy Mayor Corey, Councillor MacMullin and Village Clerk-Katherine Henry. Councillor Davis was unavailable.

The Meeting was called to order by Mayor Gamblin at 7:00 pm.

Councillor MacMullin motioned to approve the adoption of the agenda with the additional item of Planning Report. Seconded by Deputy Mayor Corey. Motion carried.

Deputy Mayor Corey motioned to approve the adoption of the previous Meeting Minutes from Sept. 8, 2021. Seconded by Councillor MacMullin. Motion carried.

2. Manager's Report

- a) Pallet Forks – Tom MacDonald presented a quote of \$1,000 + tax from Riverside Equipment for two pallet forks and an adapter. The forks would make lifting a number of items much easier and the adapter can be used for other attachments as well. Deputy Mayor Corey thinks it would be a good addition to the tractor and increase its usefulness.

Deputy Mayor Corey motioned to purchase the forks and adapter for the tractor. Seconded by Councillor MacMullin. Motion carried.

- b) Culvert Repairs – Tom checked the condition of the culverts in the Village and provided photos of the culverts that are in need of repair. These include:

- 7 Poplar Lane – Culvert removed and asphalt patch
- 9 Poplar Lane – Asphalt patch from previous repair
- 31 Birch Street – Culvert removed and asphalt repair
- 45 Cherry Street – Culvert removed permanently and asphalt repair
- 46 Cherry Street – Culvert removed permanently and asphalt repair

Tom also recommended ditching away from the end of the driveway at 9 Poplar Lane to the cross culvert. Tom also suggested adding gravel to the driveways on Cedar Lane where the culverts are becoming exposed. Council approved these repairs.

- c) Curling Club Sewer Connection – Tom reported that the fire department had pushed water down the exposed pipe but that it came back out the pipe so there is a blockage or that is not the lateral that was installed. Tom suggested that a vac truck could be brought out to see where the water goes or a camera could be sent down the mainline on Candlelight Lane to see if lateral comes to it. Council approved the vac truck first.
- d) Snow clearing at Rec Centre – This past winter the Village was asked to clear all the exits around the building. The Village does not have the appropriate equipment to do this. As the Village Office is in the building, Village personnel will clear snow from the main door and the rink exit next to the main door. The draft lease agreement needs to be sent again to the HMCC Board.
- e) Snow clearing at Robison Crescent – The Clerk reported that she had requested this street be added to the DTI list of roads for summer and winter maintenance, but it appears that

Best Beginnings Preschool will be the only building on the road for this winter. She has been advised that Floyd Thompson has been hired to do the driveway at the Preschool. The Clerk was asked to get a price from Mr. Thompson to do the roadway into the school.

- f) Spruce Street Shoulder Repair – Deputy Mayor Corey reported that he has observed some poor road conditions at the very top of Spruce Street that DTI did not address this summer. This should be repaired with asphalt patching before the winter. The Village Manager was asked to follow up with pricing for this section as well while the culvert repairs are going on. There is also some washing out of the shoulder along Spruce Street. The shoulder needs to be sloped toward the ditch and the washout filled. The Village Manager will follow up to find a solution.
- g) Lagoon Road-load of gravel – The Village Manager suggested that he has been putting fill on creating a road to access the lagoon but that a load of gravel should be put on top. Council agreed to the load of gravel.

3. Business Arising from the Previous Minutes

- a) Donation of land from private owners
The Clerk reported that the quote was approximately \$1,000 for surveying the donation property sections. Council expressed caution at spending on properties not in the Village limits. Deputy Mayor Corey suggested that the Village could apply for a grant to Harvey Community Days to help with trail development.
- b) Drainage on Cherry Street Project Update
The Clerk reported that a verbal quote was received for the drainage project on Cherry Street and is also very high. The recommendation is that this should be tendered in the early spring as the costs may be cheaper than now and would allow for more time to get the design done correctly.
- c) ACOA Grant/RDC Grant
There have been requests for clarification on both grant applications, so the Village is still in the running for these grants towards the pavilion and washroom at the Lakeshore. No decision date has been given.
- d) Rural Transit Solutions Fund
The Clerk reported that the application was submitted for the Rural Transit Solutions Fund. She expressed gratitude to Englobe Corporation and Dillon Consulting Ltd. for their assistance in preparing the application.
- e) Dog Constable Position
There was one expression of interest for this position but at this time they are not eligible as they are not vaccinated.
- f) Harvey War Memorial GIC
The Clerk reported that she had checked into the availability of funds for the GIC. This is a redeemable GIC so funds can be removed at any time with the withdrawal signed by the three signatories on the account. They are Bert Matheson, Amber Binney and Winston Gamblin. There was a suggestion that these be changed as Bert is no longer involved with the Village. The Clerk will get the paperwork.

4. New Business

- a) 2022 Budgets – Deadline Nov 15th
The Clerk reported that the 2020 Budget documents are due by Nov. 15th this year. Some information is still outstanding, but the spreadsheets have been prepared and will be populated as information becomes available. A separate budget meeting will be set up once the numbers are available.
- b) Asset Management Software
The Clerk reported that she had attended a presentation from a company called Infrastructure Solutions. She received a quote from them which outlined the purchase cost and annual fees which were very reasonable. This system is much easier to use than an Excel spreadsheet and provides much better reporting on assets. Our existing spreadsheets can be uploaded into this system so it will be easy to switch. This will be considered in the budget deliberations.
- c) Covid-19 Vaccination Policy
A COVID-19 Vaccination Policy was circulated for review. It follows the policy of the provincial government and other municipalities and requires employees and Council to be fully vaccinated.
The motion was made by Deputy Mayor Corey to implement this policy. It was seconded by Councillor MacMullin. Motion carried.
- d) National Truth & Reconciliation Holiday recognition
The option of providing a paid holiday on Sept. 30 for National Truth & Reconciliation was discussed. The province did not recognize it as a holiday, but many NB municipalities did. Deputy Mayor Corey stated that if the province makes it a statutory holiday, the Village of Harvey should follow.
- e) QUEST Expression of Interest
The Village of Harvey has expressed commitment to participate in QUEST and partners' Net-Zero Communities Accelerator Program. If the funding is granted, the Village will participate in the Program. Village interest would be for the lagoon operation.
- f) Letter to Community
The Clerk suggested that the Council send a letter to all Village households to provide information on services in the Village and by-law requirements. Deputy Mayor Corey suggested that this letter be sent after budgets are set and provide an explanation of the budget process and the 2022 budget.
- g) UMNB AGM Report
No Councillors present attended the AGM. Deputy Mayor Corey reported that he had attended a Zoom presentation on the revisions to the municipal structure of the province. The Deputy Minister was clear that existing boundaries can be changed.
- h) Capital Borrowing Renewal of Loan by June 2022
The Clerk advised Council that the existing loan for the lagoon updates needs to be renewed in spring of 2022. She presented a couple of options for terms that could be chosen to reduce the interest charged on the loan. With the addition of an extra 110 customers, the Village can pay more against the principal in the future. A 10 year and 15 year payoff were presented. There is also the possibility of reducing the loan amount by

using capital reserve funds.

i) Commemorative Days and Safety Council Initiatives

The Clerk presented a list of the Important and Commemorative Days as listed on the federal website. Councillor Davis suggested that this be used to prepare in advance how to honour relevant days. The provincial days can also be added.

5. Correspondence

a) CMHA Mental Health Awareness Guide – The Village received a request from the Canadian Mental Health Association to purchase an advertisement in a publication. Council does not advertise in these publications. There are other options for donation rather than an advertisement to consider.

b) Alzheimer Fundraising – A fundraising guide and program service brochure was received from the Alzheimer NB to provide information on the association and options for Alzheimer support.

c) Concussion Awareness Day – Sept 29, 2021

d) National Veteran's Week – Canadian Armed Forces members have offered to give presentations during Veterans' Week.

e) Healthy Seniors Pilot Project Showcase: Shaping the future of healthy aging-Oct. 14th on Zoom from 1pm to 3:30pm.

6. Clerk's Report

a) Bank Balance Report

The Clerk presented the Bank Balance Report ending October 13, 2021.

b) Transactions By Accounts Report

The Clerk presented the Transactions By Accounts Report. This report shows all the transactions on the general bank account for the Village from the previous meeting to today.

c) Payroll Summary Report

The Clerk presented the Payroll Summary Report to October 13th. This report shows the hours worked for all regular employees on a bi-weekly basis for the year to date.

A motion was made by Deputy Mayor Corey, seconded by Councillor MacMullin to approve the three reports as presented. Motion carried.

7. Adjournment

A motion to adjourn the meeting was made by Deputy Mayor Corey and seconded by Councillor MacMullin at 9:35 pm.

Certified Correct,

Katherine Henry
Clerk

Winston Gamblin
Mayor